

## SPONSOR INFORMATION CHECKLIST

### EVENT SPONSOR

All sponsor items are due March 1, 2023. Items submitted after March 1st may result in a loss of benefits.

1. EXHIBIT HALL PARTICIPATION

- Will you be participating in the exhibition hall?
- Will you need electricity for your exhibit booth?

2. PODIUM INTRODUCTION

- Name and email of individual performing podium introduction.

3. NWS ATTENDEE LIST

- Name and email of individual to receive NWS attendee list.

4. CONFERENCE ATTENDEES

- Following items for your 1 free sponsor attendee
  - Name
  - Title
  - Company
  - Designation (if applicable)
  - Email
  - Mailing Address
  - Phone

5. ELECTRONIC BANNER DISPLAY

- Single slide widescreen format (16:9) PowerPoint document.

6. WEBSITE VERBIAGE, CONTACT INFORMATION & HYPERLINK

- 25 words of sponsor determined content to place on the website.
- Website URL used to hyperlink the corporate logo sponsor provides.
- Contact information to be listed on the website.

7. PROGRAM ADVERTISEMENT

- 4.25 inches wide x 5.5 inches tall program advertisement

## 8. COMPANY RECOGNITION & BRANDING

- Company name as you would like it to be read from the podium.
- Company name as you would like it printed in conference materials.
- Company logo in JPEG format
- Company logo in EPS, or AI, or Vector format

## 9. SPONSOR DIRECTORY

- Sponsor Directory Information
  - Company
  - Name
  - Address
  - City, State Zip
  - Phone
  - Email
  - Website

*Please note, as a response to attendee feedback and being environmentally conscious Northwest Summit for Financial Professionals has eliminated conference swag bags and other NWS provided branded items, i.e., water bottles, notepads, pens, etc. NWS will focus our efforts on increasing attendee traffic to the exhibit areas. We encourage sponsors to showcase traditional swag items and high-quality raffle favors at their booths.*